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UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT

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No. 039

Job Vacancy

April 10, 2006

OPEN TO: U.S. Citizen Eligible Family Members (AEFMs) –
All Agencies

POSITION: CONSULAR ASSOCIATE – Two positions:
97-249001 & 97-292002
FP-06*, FP-07**

OPENING DATE: Monday, April 10, 2006

CLOSING DATE: Wednesday, April 26, 2006

WORK HOURS: Full time; 40 hours/week

SALARY: EFM : FP-6 or FP-7
(Position Grade: FP-6/FP-7 are confirmed by
Washington)

***The full ConGen Rosslyn course is required for
the FP-06, and to be hired at the FP-07**, the
applicant must be willing to take the six week
course.**

**NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED
BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION
UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION.
A US CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE
CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY
DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.**

The U.S. Embassy in Bogota is seeking two Eligible Family Members (EFM) for the
positions of Consular Associates/Assistants in the Consular Section.

BASIC FUNCTION OF POSITION

The Consular Associate position encompasses duties and responsibilities in either the
Non-Immigrant Visa (NIV) Unit or the Immigrant Visa (IV) Unit. The employee will
supplement the work of consular officers in any of the two consular units, as needed.

QUALIFICATIONS REQUIRED

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. Education: Completion of Secondary School and two years of college education is required.
- b. Prior Work Experience: Two years of general work experience dealing with the public and working with personal computers is required.
- c. Language Proficiency: Level IV (Fluent) Speaking/Reading English is required. Level I (Rudimentary knowledge) Speaking/Reading Spanish is required.
- d. Knowledge: Successful completion of the Basic Consular Course PC-350 and detailed knowledge of the Machine Readable Visa modern computer programs is order to apply for the FP-06.

Willingness to take the six weeks course is required to apply for the FP-07 position.

- e. Skills and Abilities: Typing skills of 35 WPM is required.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

- 1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- 2. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- 3. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- 4. **Successful candidate must be able to obtain a Department of State Top Secret security clearance.**

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for Federal Employment (SF-171 or OF-612)
<http://bogota.usembassy.gov>; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

NOTE: “US Citizen EFM’s and EFM’s may apply for positions as soon as the sponsor has orders assigning him or her to Embassy Bogotá”.

SUBMIT APPLICATION TO

American Embassy Bogota
Human Resources Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

Embassy employees must submit the employment application to the Human Resources Office receptionist. U.S. EFM’s not yet residing at post may submit applications via fax (57-1) 383-2088 or e-mail.

Applications will not be returned. Applicants should keep a copy for their files.

DEFINITION

AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- U.S. Citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a Us Foreign Service post or establishment abroad with a USG agency that is under COM authority;

- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

CLOSING DATE FOR THIS POSITION: WEDNESDAY, APRIL 26, 2006

The US Mission in Colombia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CONSULAR ASSOCIATE (97-249001)